

# Concision Saves Time

- Well done is quickly done. *Augustus Caesar*
- There seems to be some perverse human characteristic that likes to make things difficult. *Warren Buffet*
- This list of concise expressions might help some people. *Noam Chomsky*
- Brevity is the soul of wit. *Shakespeare*
- Keep it simple. *(Skunkwork's) Kelly Johnson*
- Simplicity is the trademark of genius. *Sravani Saha*
- Simplicity is the ultimate sophistication. *Leonardo Da Vinci*
- If I had more time I would have written a shorter letter. *Blaise Pascal*
- Lacking time to write a short letter, I wrote a long one. *Mark Twain*
- Verbosity wastes part of the reader's or listener's life. *Mokokoma Mokhonoana*
- I want to say in 10-sentences what others say in a book? *Friedrich Nietzsche*
- Writing is 1% inspiration, and 99 % elimination. *Louise Brooks*
- A novel is a story which has not discovered how to be brief. *George Saunders*
- Good writers use small words for big ideas, not big words for small ideas. *Oliver Markus*
- A wise man says few words. *Proverbs 17:27*
- Cannot people realize how large an income is thrift? *Cicero*
- Use common words to say uncommon things. *Arthur Schopenhauer*
- Flash Fiction has 6 to 1,000 words, character and plot development, and often a surprise ending.
- People get used to everything except not eating. They're getting used to asking themselves, "Is this word necessary for this sentence to work?" communicating concisely.
- Less is more.
- Communicating concisely lets you communicate perfectly, do more, easier, faster, and better.

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# The Concise Communication Handbook

## Delete unneeded letters, words, sentences, and paragraphs.

Concise expressions let you communicate faster, speaking at your normal speed.

The most successful professionals communicate concisely, and meetings where all the participants communicate concisely are shorter.

The work, time, and space 1-letter or word less saves seems inconsequential—but multiplied by massive numbers of copies, readers, listeners, viewers, or broadcast or movie production time—less letters and less words reduce costs. Screenwriting and 30-second commercials epitomize brevity.

Though some words are unsubstitutable, wordiness wastes time, energy, space, and money. Unneeded, ambiguous, obvious, confusing words, repetition, circumlocution, equivocation, and illogical expressions degrade what and how you feel, what you think, speak, write, and expect.

See which word or phrase is more concise by counting the number of letters, spaces, and syllables it has. I•DEN•TI•FI•A•BLE has 12-letters and 6-syllables ( 12<sup>6</sup> ). TO MY SUR•PRISE has 3-words, 2-spaces, and 4-syllables; its 3-words and 2-spaces equal 5-units, and are indicated by a normal-size number 5. Its number of syllables are shown in superscript ( 5<sup>4</sup> ). "Identifiable" is more visually concise. "To my surprise" is more audibly concise. When 2-words have the same number of letters, the word with less syllables is more concise audibly.

To see which of 2 or more ways to articulate a thought is more concise, write them 1 after the other, italicize and/or underline them, place a slash between each way. Select 1 later. F.e.: ~~expressed~~/~~displayed~~/~~shown~~. Learn what not to say or write to communicate concisely. Don't pay \$2 for something you can get for \$1? Don't use 2-words to express a thought you can express with 1?

Wordiness is stupid. Stupidity damages.

- REPLACE THE UNCONCISE EXPRESSION IN THE LEFT COLUMN WITH ITS CONCISE FORM IN THE RIGHT COLUMN.
- CONSIDER USING NUMERALS INSTEAD OF WORDS (USE “4”, NOT “FOUR”).
- WHEN REFERRING TO PEOPLE, USE “ONE”, NOT “1”.
- USE “=” (THE EQUALS SIGN) WHEN TAKING NOTES.
- IF APPROPRIATE, PLACE A HYPHEN BETWEEN A NUMERAL AND A WORD.
- START SENTENCES WITH THE MESSAGE, AVOID STARTING THEM WITH “AND”.
- WHEN WRITING ACADEMIC PAPERS FOLLOW THE MLA, APA, OR CHICAGO STYLE GUIDE.
- UNNEEDED LETTERS OR WORDS ARE IN CAPITALS. NEW WORDS OR IDEAS ARE IN ITALICS.

# DON'T SAY SAY

a considerable amount	many; much
A DISTANCE OF 2 miles	2-miles
a large part	many; most; much
a large quantity	a lot; many; much
a little bit	a (bit; little); some
A long TIME ago	long ago
a lot	many; much
A MATTER OF time	time
A PERIOD OF 40-days	40-days
(a; one) (PARTICULAR; SPECIFIC)	1; one
a person WHO IS generous	a generous person
a total of 3	3
a thing	it
a variety of	various
ABJECT poverty	poverty
above AND beyond	above; beyond
above THE ground	above ground
(abstain; refrain) from; renounce	cease; end; halt; stop
absolute	full; total
ABSOLUTE (BARE) minimum	least; minimum
absolutely; completely	all; fully; totally
ABSOLUTELY necessary	indispensable; necessary
ABSOLUTELY (no; not; nothing)	no; not; nothing
absurd; illogical; preposterous	cukoo; crazy; dumb; stupid
abundance; multiplicity	lots; many; myriad
ACCIDENTAL error	error
accommodations	beds; rooms; suites
accompanied by	next to; with
accomplish; achieve	do; get; win
accomplishment	feat
accordingly	so; then; thus
accoutrements	gear; junk; stuff; things
accumulate; collect; compile	amass; hoard; pile
accustomed to; in the habit of	used to
acknowledge	accept; nod; smile; wave
acquire; obtain; purchase	buy; get; obtain; order; take
ACTUAL facts	facts
ACTUALLY did; said; sang; wrote	did; said; sang; wrote

ad infinitum; endless; infinite	non-stop
add AN ADDITIONAL	add
add UP	add
ADDED bonus	bonus
addict	hook; trap
additionally	also; and
(adhering to; in keeping with)	following; obeying
adjacent	next; with
admit TO (stealing; having stolen)	admit stealing
ADVANCE(D) notice; planning	notice; planning
ADVANCE(D) reservations	reservations
ADVANCE(D) warning	warning
ADVERTISEMENT	ad
advertising; public relations	hype; propaganda; push; sell
affordable	cheap; low cost
(after; when) all is said and done	all told; basically; bottom line
afterwards	later; next; then
again and again	repeated(ly)
ahead of (schedule; time)	early; soon
airtight alibi	excuse; explanation; reason
ALL across	across
ALL around the world	around the world; globally
all OF the house	all the house
all of a sudden	suddenly
all OF THE students	all (the) students
all OF the things	all the things
ALL OF these	these
all of us	we
all OF your	all your
all things considered	in the end; overall
ALL-TIME best	best
ALL-TIME favorite	favorite
ALL-TIME record	record
ALLEGED suspect	suspect
allow; approve	let; okay; permit
allow me to	let me; (can; may) I
allows you to	lets you
almost; close to; just about	nearly
ALMOST impossible	unlikely; doubtful; unsure
almost (never; perfect)	seldom; imperfect
along the lines of	like; resembling; similar to
also	too
ALSO includes	includes
Although	albeit; despite; though
always near	handy
always (needed; necessary)	basic; crucial; indispensable
am aware	heard; saw; sensed; smelt
am in the market for	(got; need; want) to buy
amidST	amid
amongST	among
amounts to; equals; is	=
an idea whose time has come	a (great; timely) idea
analogous; parallel; similar	akin; alike; like
an overwhelming majority	many; most; much
and (many) other things	and so on; etc.
AND (that; which)	that; which
and ALSO	and; plus
and that	which
announce; inform; notify; state	say; tell

ANNOYING pest	pest	at A normal speed	at normal speed
annual	yearly	at all times; permanently	always; continuously
anomaly	bug; error; glitch	AT frequent INTERVALS	frequently; often; regularly
answer; respond	reply	at LONG last	at last; finally
anterior	front(al)	at no charge	free; pro bono
anticipate	expect; foresee; predict	at no time; not once	never; no; not; zero
ANY AND all	any; all	AT other times	other times
any (AVAILABLE; EXISTING)	any	at present	is; now; presently
apartment	home; place	at (that; this) location	at; here; on; (over) there
• appearance matches odor	<i>appearance-odor correlation</i>	at (that; this) point in time	now; then
apparatus	device; gadget; machine; tool	at the conclusion of	after
apparently	seemingly	at the point of	(about; going; ready) to
appears (to be)	looks (like); seems (to be)	at the present time	currently; (right) now; today
application	use	at the same time	jointly; simultaneously; while
apprehend	catch; get; grab; hook; trap	at (the; which) time	then; there; when
approaching; FORTHcoming	coming; looming; next	AT (THE VERY) minimum	at least; minimum
approximately	about; around; close to; near	at this (moment; point) in time)	now; presently; today
Arabic (number; numeral)	Arab (number)	at this stage of the game	now; presently; today
(are; was; were) able to	can	at this time	now; presently; today
are CURRENTLY experiencing	are experiencing	AT THIS TIME, I am not sure	I (am not sure; am uncertain)
are NOW	are	attacker; persecutor; tormentor	bully; foe; tyrant
are using	use	attempt	try
are you able to	(can; do; will) you	attempting TO DO that	attempting (it; that)
AREA OF expertise	expertise; skills; specialty	attribute; characteristic	part; point; trait
ARMED gunman	gunman	attribute to the wrong author	misattribute
arrange	fix; order; place; put	audacious	bold; clever; risky; smart
arrest (development; growth)	hold back; infantilize; retard	• audio-recorded (diary; journal)	<i>audio-(diary; journal)</i>
arrive at a conclusion	agree; conclude; decide	augment; increase	add; amplify; boost; grow
arrive; land (in; on)	(get; come) to	autobiography OF YOUR LIFE	your autobiography
as (it; that) was happening	during; (mean)while	authority	power; say; clout
AS (OF) yet	still; yet	BACK in 1776	in 1776
as a (consequence; result) of	because; consequently; due to	BACK then	then
as a general rule	generally; typically; usually	back to the drawing board	redo; restart; retake
AS A MATTER OF fact; in reality	in fact	backup; support	aid; help
AS A MEANS to	to	BACKUP copy	copy
as a result (of)	because (of); consequently	bad but better than any alternative	
as a way (of; to)	for; to		least bad; least-worst
as being a	(is; was) a	negative (aspect; side)	(bad; down)side
as it (IN FACT; TRULY) is	as it is;	bag of tricks	equipment; gear; stuff; tools
as long as	if; since	bald HEADED	bald
as many as	up to	ballpark figure	estimate; guess
• as many people as possible	<i>AMPAP</i>	BARE essentials	basics; essentials
AS OF (a specific date; now)	from (a specific date; now) on	based IN LARGE PART on	based on
as opposed to	against; instead of; versus	based on the fact that	because; due to; since
as soon as	once; when	(BASELESS; UNFOUNDED) rumor	rumor
as soon as you POSSIBLY can	as soon as you can	(BASIC; VITAL) necessities	necessities
AS TO whether	if; whether	BASIC principle	principle
as we speak	(right) now	be (aware; cognizant)	consider; know; realize; sense
as well as	and; also; too	be specific	specify
ascend	climb; go up; rise	beat around the bush	dodge; evade; hedge
ascertain; determine	check; know; learn; see	because of that	consequently; so; thus
ask (A; THE) QUESTION; inquire	ask	because OF THE FACT THAT	because; due to; since
ask many questions	interrogate; poll; survey	become; (come; get) to be	get
assist	aid; give; help	become accustomed to	acclimate; adapt; habituate
assuming that	if	become aware of	learn
at a later TIME	after; later; then	become familiar with	familiarize; learn; train
at a loss of words	speechless; wordless	becomes	gets
AT A later (HOUR; TIME; TODAY)	later	before long	quickly; soon
AT A later DATE	later	before that	earlier; hitherto; previously

BEGIN (noticing; TO notice)	notice
behave	act; do; move
behind closed doors	covertly; privately; secretly
being that	because; due to; since; so
believe false information	misbelieve
below the belt	foul; illegal; unfair; wrong
below the radar	invisible; undetectable
beneath; underneath	below; under
bend out of shape	frazzle; perturb; upset
beside(s) the point	irrelevant; unconnected
best case (scenario)	best (situation; outcome)
best EVER	best
better (to be) safe than sorry	(better to) prevent
between a rock and a hard place	2 equally hard choices
between THE TWO OF them	between them
between you and me	between us
between (you and me; us)	confidentially; privately
beyond a shadow of a doubt	undoubtedly; no doubt
beyond the realm of possibility	impossible; no; not; out
(BIG; MAJOR) breakthrough	breakthrough
big DEAL	big; crucial; key; major; vital
bird's eye view	overview
bit off more than he could chew	is (overwhelmed; swamped)
bit the hand that fed him	betrayed
bits AND pieces	bits; parts; pieces
black sheep of the family	different; odd; undesirable
blend TOGETHER	blend
blow a fuse	breakdown; explode; freak
blow the whistle on	accuse; complain; report; sue
blow things out of proportion	exaggerate; inflate
blow your own horn	self-promote
BOTH Dick and Jane	Dick and Jane
both OF THE boys	both boys
both OF (THEM; THESE; THOSE)	both
both persons feel attracted	mutual attraction
• both persons feel repulsed	<i>mutual repulsion</i>
bottom line; in the end	basically; ultimately
bought SOME food	bought food
BRAND new	new
breadth and depth	extent; scope; span
BRIEF (moment; summary)	moment; summary
bring about	achieve; bring; cause; generate; initiate; start
bring home the bacon	feed; give; provide; support
bring out (the best in me)	elicit (the best in me)
bring to life; make real	create; do; build; materialize
brings to mind	hints; recalls; reminds
BRING TO (A close; AN end)	cease; close; end; halt; stop
broadcast; disseminate; webcast	air; inform; spread; tell
brought about	caused; prompted; triggered
bump (in; on) the road	barrier; hurdle; obstacle
bump on a log	idle; slacker; static
BUT also	also; and; plus; too
but yet	but; yet
• buy	(B)
buy and large	most
buy into	accept; believe; like; trust
buy time	delay; postpone; stall
BY (doing; saying; using; working)	doing; saying; using; working

by (way of)	via
by all means	of course; sure; yes
by applying	applying; doing; using
by applying the direct method	directly; on-the-spot
BY doing	doing
by leaps and bounds	(extra; very) fast; quickly
by MEANS OF	by; using; with
by the same token	likewise; similarly
BY (the use of; using; applying)	applying; using; with
by virtue of the fact that	because; due to
calculate; extrapolate	deduce; figure; reason; think
• make a phone call	(P)
call it off	(end; halt; stop) it
call the shots	control; direct; manage; lead
call UP	call
(bring; come) back to life	resuscitate
came to an abrupt end	ended abruptly
can be deadly	can kill
can be seen as	might be; is; was
can help; is applicable to	applies; pertains; works with
can of worms	fix; dilemma; jam; quandary
can OR cannot	can; cannot/can't
can PROVE TO be	can be; is (often)
cancel OUT	cancel
cannot be ignored	unignorable
cannot be postponed	nonpostponable
cannot be stopped	unstoppable
cannot POSSIBLY	cannot
cannot produce a good result	is futile
CAPable	able
• capital letters	<i>caps</i>
(CAREFUL; CLOSE) scrutiny	scrutiny
CAREFULLY (calculate; scrutinize)	calculate; scrutinize
carries his own weight	is self-supporting
catch on	spread
cause considerable confusion	baffle; confuse; perplex
cause TO HAPPEN	cause; trigger
causes damage	damages
CAUTIOUSLY optimistic	hopeful; optimistic
cavity	hole; pit; well
cease and desist	cease; desist; end; stop
center of attention	cynosure
certain (1)	confident; sure
certain (2)	a few; some
change rapidly	see-saw; shift; turn; zig-zag
• character's name	<i>charname</i>
characteristic	feature; property; side; trait
check (IT OUT; TO SEE)	check; inspect; explore; see
choose incorrectly	mischoose
choose to accept	accept
• cigarette smoke	<i>cigsmoke</i>
cinema; motion picture	film; flick; movie
circular	curved; round
circumlocute	avoid; go around; skip
clear TO SEE	clear; evident; visible
click the wrong button	misclick
climb UP	climb
CLOSE approximation	estimate; guess
close (IT) (DOWN; UP)	close

CLOSELY related	correlated; related	conduct an investigation into	check; investigate; study
close AT HAND	close; handy; near	conducting	doing
close PROXIMITY	around; close; near; next	confirm	check; prove; verify
close to; just about; practically	almost; nearly	confound; boggle the mind	baffle; perplex; puzzle; stun
CLOSE TO impossible	(highly) unlikely	conjure UP	conjure
CLOSELY scrutinize	inspect; scrutinize	connect; converge; rendezvous	join; meet; unite
coerce; obligate; oblige	bully; force; make	connect TOGETHER	connect
cognizant; conscious	aware; feel; know; sense	connection	bridge; link; relationship; union
collaborate	aid; assist; follow; help	consequence	end; outcome; product; result
collapse	brake; crack; end; flop; fold	consider	ponder; see; study; weigh
colossal; enormous; massive	(very) big; huge	constant	regular; steady; stable; fixed
combative	combative	continue; persevere; stick to (it)	keep
combination	blend; combo; mixture; set	continue (ON; INTO THE FUTURE)	continue
come in	enter	continuous; perpetual	endless; non-stop; repeated
(come; bring; go; send) back	return	consequence	effect; outcome; result
(come to; reach) an agreement	agree; resolve; sign; settle	constitutes	is
COME TO AN end	die; end; halt; stop	consensus OF OPINION	consensus
come to an understanding	agree	construe; interpret	decipher; take; read; see
commit; enter INTO	begin; enter; start	construct	build; edify; erect; make
common sense	logical; sensible; sound	contains	has; holds; is; uses
commonly; generally; typically	often; usually	contempt	disdain; hatred; scorn
commute BACK AND FORTH	commute	contiguous; side-by-side	(adjacent; next) to; follows
commute EACH WAY	commute	CONTINENT OF Africa	Africa; African continent
comparable (to)	as good as; equal to; like	continue	go; keep; move; run; walk
COMPARATIVELY (better; worse)	better; worse	continuous	24-7; ceaseless; non-stop
COMPARATIVELY (large; small)	(larger; smaller)	contract (1)	deal; pact; treaty
compare AND contrast	compare; contrast	contract (2)	employ; hire; use
(compared; next) to; in contrast	vis-a-vis	contribute	increase; edify; enlarge; give
compartmentalize	classify; group; separate; sort	CONTRIBUTING factor	cause; contributor; factor
compensate; give money back	refund; repay	convince; persuade; recruit	coax; enlist; get; sway; win
(compete; contend)	argue; brawl; claim; fight	cool (DOWN; IT; OFF)	cool
compete AGAINST ONE ANOTHER	attack; compete; fight; race	correct; on target	good; okay; right; yes
competitor	contestant; opponent; player	correctional facility	jail; prison
complement; harmonize	add to; blend; click; match	could (IN FACT; POSSIBLY)	can; could; may; might
complete; thorough	full; total	could OR COULD NOT	can; could; could not; might
(COMPLETE; POLAR) opposite	opposite	countless; multitude	(hoards; lots) of; many
(COMPLETE; TOTAL) satisfaction	satisfaction	(crisis; emergency) SITUATION	crisis; emergency
(COMPLETE; TOTAL) stranger	stranger	(CRYSTAL; EXTRA; SUPER) clear	clear
(completed; finished)	done;; over	(CURRENT; POPULAR) trend	trend
completely; thoroughly; totally	all; entire; fully; whole	customIZED	custom
COMPLETELY (certain; false; true)	certain; false; true	cut-DOWN (ON) ; reduce	cut; lessen; limit; trim
COMPLETELY (annihilate; end)	annihilate; end	culmination; high-point	apex, climax, peak
COMPLETELY (full; separate)	full; separate	curvaceous; well-proportioned	shapely
COMPLETELY	useless	dates BACK to	dates to
complicated; convoluted; difficult	complex; hard	day in, day out; everyday	daily; routine
compliment	admire; flatter; praise	deal with; face UP TO	confront; face; meet; tackle
complimentary	courtesy; free	debilitate; incapacitate	harm; hurt; injure; weaken
comply; follow; submit	do; obey	deceased	dead; gone
component; element	bit; block; brick; part; piece	deceive; disinform	con; fib; fool; lie; scam; trick
(comprehend; understand)	got it; make out	decide not to do	forgo; not do
comprises nine-percent	is 9%	declare; inform; notify	say; tell; state
conceal; not reveal; submerge	bury; cover; hide; mask; seal	(DEFINITELY; VERY) shocking	shocking
concerning	about; as to; for; in; on; re:	defraud; embezzle	cheat; on; dupe; steal; trick
concerning THE MATTER OF	about; concerning; on	degree of separation	distance
concise; succinct	brief; short; simple; terse	deleterious	bad; deadly; lethal; toxic
concluding; final; ultimate	ending; last	delicious	tasty
conclusively; once and for all	finally; set	delineate	draw
concurrently	as; jointly; together; while	deliver	bring; give; put-out; take
		delusion; fallacy	error; lie; myth; story

demonstrate	confirm; prove; show; verify
demonstrates; confirms	proves; says; shows; tells
demonSTRATION	demo
(deny; deprive of) attention	ignore; shun; snub
deplorable; reprehensible	bad; ugly; wrong
depreciate IN VALUE	depreciate; devalue
derail; distract; prevent	deter; stop
(design; engineer; think) again	redesign; reengineer; rethink
(desist; refrain) from	cease; curb; end; halt; stop
desire	hope; need; seek; want; wish
despite the fact that	although; but; though
detain; retain	arrest; hold; keep
detect	hear; see; sense; spot; touch
detect (a; the) difference(s)	differentiate; distinguish
deteriorate	drop; fade; fail; fall; worsen
detoxify	clean; detox; purify
DID (eat; attend; come)	ate; attended; came
did not have	had nothing; had no
did not have much confidence in	distrusted; doubted; suspected
did not succeed	blew it, failed
didn't work	bombed; failed; flopped
• different	<i>diff</i>
different (KIND; TYPE; WAY)	different; kind; type; way
different than	dissimilar; unlike
differentiate; distinguish	compare; sort; tell apart
difficult; not easy	hard; trying
difficult TO DO	difficult; hard
dimension	realm
diminish	drop; dwindle; lessen; reduce
disappear FROM (SIGHT; VIEW)	ebb; fade; go; vanish; wane
disappointment	hitch; reversal; setback; upset
disarray; disorder	chaos; knot; mess
disclose; disseminate; divulge	say; tell; inform; notify
discombobulated	gawky; graceless; clumsy
disconnected; isolated	alone; apart; free; lone; solo
discourage	block; deter; prevent; stop
display; exhibit; indicate	give; show; tell
disposable; single-use	1-use; plastic
disproportionate; unbalanced	disparate; lopsided, wonky
disruptive; obstreperous	disorderly; hostile; unruly
distant	far
(DISTINCTIVELY) well mannered	well mannered
distract; sidetrack	change; divert; sway; shift
disturb; perturb	bug; jerk; jolt; shock; upset
diverse; heterogeneous	eclectic, varied, mixed
divide UP; separate	cut; divide; halve; split
DO A calculation	calculate
do a thing later; postpone	defer; delay; stall
do (it) (again; over)	redo; repeat
do better (than someone (else))	beat; excel; outdo; top; trump
(do (it); repeat; say it) AGAIN	copy; echo; reiterate; repeat
do not (bother; disturb; disrupt)	leave (me) (alone)
do not EVER	do not
do not forget	learn; recall; remember
do not (have; need) to	need not/needn't
do not (like; want)	abhor; dislike; detest; hate
do not (recall; remember)	forget
do not respect	belittle; disrespect; hurt; insult
do not trust	distrust; doubt; fear; suspect

do THAT; execute it	do (it; so)
DO you have	have you
do you REALLY mean it	do you mean it
do you REALLY want to	do you (want to/wanna)
does not believe; is incredulous	disbelieves; doubts; suspects
does not know	knows not
does not know what he is doing	is (incompetent; inept; unapt)
domestic worker	servant
dominate	control; master; rule; steer
dictatorial; domineering	bossy; brash; nervy; pushy
don't do anything	do nothing
don't eat ANY animals	don't eat animals
don't move; hold it (right there)	freeze; halt; stop
don't pay attention to	avoid; ignore; shun; tune-out
doomed TO (FAIL; PERISH)	doomed; hopeless; lost
dorsal	back; hind; rear; spinal
dosage	dose
double (entendre; meaning)	ambiguity; hint; innuendo
down to A MINIMUM OF	down to
downfall; demise	drop; end; fall; ruin
DOWNRIGHT disrespectful	disrespectful
draw your attention to	focus on; point (at; out); show
drive a wedge between	divide; separate; split(-up)
driving force; engine	impetus; motive; reason
drop dead; disappear	die; go; perish
drop DOWN; plummet	dive; drop; fall; sink
due to the fact that	after; because; since; when
dull IN APPEARANCE	dull
dumb DOWN	dumb; retard; stupefy
duplicate; repeat; replicate	copy; echo; redo
(during; in a way) which	whereby
during the course of	during; while
during (THE TIME THAT)	when; while; during
dysfunction	error; flaw; glitch; mistake
dysfunctional	damaged; broken; flawed
each (AND EVERY) (ONE)	all; each; every
each (OF; ONE)	each
each SEPARATE incident	each incident
easily done	easy TO (DO; FIGURE OUT)
echelon	class; height; level; rank; tier
ECONOMIC consequences	(cash; money) consequences
• editing out unconcise expressions while communicating	<i>real-time concising</i>
educational institution	school; college
EITHER (Dick or Jane; this or that)	Dick; Jane; this; that
either ONE (OF THEM)	either
ELEMENT OF surprise	astonish; surprise
eliminate ALTOGETHER	delete; end; kill; no; remove
eliminate THE NEED TO	avoid; avert; eliminate; skip
elongated; protracted	long; prolix; unconcise
• email	(E)
emotionally disturbed person	crazy; EDP; nuts; off; whacky
empirical; experiential; practical	factual; real; true; valid
employment; occupation	career; job; trade; work
empower	allow; approve; edify; let
emulate; imitate; mirror	ape; copy; match; mimic
ENcircle; surround	circle
enclosed (HEREIN; HERewith)	(enclosed; here) is
encounter	ask; face; tell; meet; see

encourage	help; prod; support; urge	exterminate; obliterate	kill
encumbrance; impairment	burden; challenge; load	EXTRA (careful; meticulous)	careful; meticulous
• (end; stop) a habit	<i>dehabituate</i> ; wean	extra big; immense; oversize	huge; jumbo
end a life; murder	kill; slay	extraordinary	best; super; superb; top
end a phone call	hang up	EXTREMELY (common; popular)	common; popular
end UP	end; turn out; wind up	extricate	cancel; free; pull-out; remove
(END; FINAL) result	end; outcome; product; result	extricate	extract; pull out
endeavor; attempt	do; seek; try; work	facilitate	aid; give; help; support
engage in; perform	do; make	faction; offshoot; section	block; group; part(y); side
enquire; inquire	ask	facts AND figures	data; facts; figures; numbers
enthrall	get; grab; grip; hook; trap	fail to (comply with; follow)	breach; defy; disobey; violate
entitlement	right	failure; idler; loafer; slacker	bum; dud; flop; fool; loser
Enumerate	numerate	failure; malfunction	bug; error; fail; flaw, glitch
equal	analogous; like; same; similar	fait accompli	done
(equal; identical) to one another	equal; identical; the same	fall DOWN	fall
equitable; impartial	ethical; fair; just	fallacious	fake; false; lie; phony
eradicate COMPLETELY	delete; end; eradicate; stop	FALSE pretenses	cover; mask; pretenses; tricks
erode AWAY	erode	(BASELESS; FALSE) rumor	rumor
Especially	specially	false statement; untruth	fib; lie; story; tale
essence	gist; heart; soul	far AWAY (from)	far (from)
essential; indispensable	basic; crucial; key; needed	FAR beyond	beyond
establish	create; found; set-up; start	far-(AWAY; OFF)	far
eventually	in time; one day; someday	fashion; manner; version	form; style; type; wave; way
every (day; night; month; year)	daily; nightly; monthly; yearly	fatally injure	kill
every SINGLE (one)	all; each (one); every	favoritism; prejudice; preference	bias
every (SINGLE) time	always; every time	fear FACTOR	fear
every so often	occasionally; sometimes	• feel beforehand	<i>forefeel</i>
every (week; month; year)	weekly; monthly; yearly	few AND FAR BETWEEN	few; infrequent; rare; scarce
everybody	all (of us); everyone; we all	few(er) IN NUMBER	few; less
everyone knows that	(it's; that's) obvious	fight AGAINST the enemy	fight the enemy
everything (that is) needed	wherewithal	fifty percent; (a; one) half	½; 0.5; 50%
everything THAT they need	everything they need	fill it UP	fill it
evidence	proof	fill(ed) TO CAPACITY	fill; full
evolve OVER TIME	adapt; change; evolve; shift	filter OUT; separate	block; filter; select; sort
exacerbate	impair; worsen	FINAL conclusion; decision	conclusion; decision
EXACTLY sure	certain; clear; sure	FINAL outcome; product	outcome; product
exact(ly the) same	equal; exact; identical; match	FINAL ultimatum	ultimatum
exceedingly; exceptionally	extra; highly; super; ultra	FINALLY complete(d)	complete(d)
except (for; when)	excepting; excluding; unless	finish; no more; (that's) enough	cease; close; end; stop
EXCESS verbiage	verbiage; wordiness	finished	closed; done; ended; over
excessive (NUMBER)	excess; surplus; too many	FIRM commitment	commitment
execute	act; do	FIRMLY committed	committed
execute; implement; practice	apply; do	FIRMLY established	established; proven; set; solid
EXECUTIVE summary	summary	first AND FOREMOST	(1); 1 <sup>st</sup> ; first
exhausted; stressed OUT	beat; stressed; tired; weary	FIRST conceive	conceive; dream; imagine
expensive; overpriced	costly; steep	first (EVER; OFF OF ALL)	(1); 1 <sup>st</sup> ; first
experiment	check; see; test; try	first; second; third; fourth; fifth	1 <sup>st</sup> ; 2 <sup>nd</sup> ; 3 <sup>rd</sup> ; 4 <sup>th</sup> ; 5 <sup>th</sup>
EXISTS (among; between; with)	among; between; with	flip AROUND	flip
expire; pull the plug	die, elapse; end; kill; stop	FLAT OUT (deny; say; state)	deny; say; state
explore	check; investigate; see; study	fluctuate	see-saw; wiggle; zig-zag
express (1)	inform; say; tell	fly-by-night	suspicious; unreliable; suspect
express (2)	direct; fast; non-stop	focus IN on	focus on
EXPRESS regret	regret	follower; inductee; useful fool	convert; fan; recruit
expression	idiom; phrase; saying; word	for a limited time	for now; temporarily
extend an invitation to	call; invite; welcome	for any reason WHATSOEVER	for any reason
(extend; keep in) childhood	infantilize; retard; stunt	• for example	<i>f.e.</i> ; <i>F.e.</i>
extensive	vast	for fear that; so as not to	lest
extent; degree; magnitude	breath; scope; size; span	FOR free	free
exterior; surface	cover; hide; mask; skin	(for; IN) THE AMOUNT OF \$2,000 for \$2,000	

for the (simple) reason that	after; because; due to; since	give and take	hobnob; interact; reciprocate
for the duration of	during; through; while	• give bad advice masked as good	<i>misadvise</i>
for the most part	mostly	give birth to	engender
for THE PURPOSE of	for; to	GIVE consideration TO	consider; listen to; look at
for THE SUM OF	for	give credit to the wrong person	miscredit
for the time being	for now; meantime	give emphasis to	emphasize; highlight; point out
FOREIGN imports	imports	give it a try; try it (out)	check; see; tase; study; test
FORMERLY taught	taught	give the brush off	avoid; flee; reject; shun
foreseeable future	( specify the number of years)	give (permission; the green light)	allow; go; let; okay; permit
forestall	block; foil; hinder; stall	give the runaround	confuse; doubletalk; fool; lie
FOREwarn	warn	given the fact that	because; due to; since
formulate	concoct; craft; devise; invent	go against the grain	defy; oppose; resist; violate
fraud	cheat; lift; rob; steal	go along with	aid; follow; please; support
FREE gift	gift	go AND get (it; some)	go get (it; some)
free of error(s)	error-free	go downhill	dip; dive; drop; slide; worsen
FREEZING COLD	freezing	go FORWARD; proceed	dash; go; hop; run; walk; fly
from beginning to end	entirely; throughout; totally	(go; range) from 1-inch IN SIZE	(go; range) from 1-inch
from dawn till dusk	all day	GO INTO A panic	panic; freak (out)
from here (FORWARD; on IN)	from now on; subsequently	go RIGHT ahead	do it; go ahead; okay; yes
from start to finish	entirely; throughout; totally	• (go to; see)	(G)
from that day on	since (then)	go to bat for	aid; back; defend; support
from that (day; moment; time)	since (then)	GOES TO show	proves; reveals; shows
from this (day; moment) on	from now on; hence; so	goes without saying	is known; is obvious
from time to time	occasionally; sometimes	(good; positive) (features; side)	the good (side); upside
from today ON	as of now; from today	good for whom	("cui bono"); who benefits
from top to bottom	completely; thoroughly	good morning; hello	hi
frown UPon	frown on	GOT (divorced; married)	divorced; married; split up
FROZEN ice	ice	(got; need) to	must
FULL CAPACITY	full; to capacity	got whatEVER he could	got what he could
FULL potential	potential	• govERNMENT	<i>gov</i>
function; operate	do; give; move; run; work	gradual decline into disorder	entropy
fundamental	basic; core; essence; root	gradually; incrementally	slowly; step-by-step
FUNDAMENTAL principle	principle	gravitate toWARD	gravitate to
furthermore	also, and, besides, still	greatest	#1; best; top
GAIN entry INTO	enter	grow IN SIZE	boom; grow; increase
gain SOME momentum	gain momentum	(hang; hold) on; hold it	halt; pause; stop; wait
GENERAL consensus	consensus	HAD (bought; done; called; paid)	bought; did; called; paid
GENERAL (public; rule)	public; rule	hand-in-hand; in unison	jointly; together
generate; produce	create; give; put out	happening; occurring	being (done); doing; going on
get a (grip; handle) on	comprehend; get it; grasp	happens to be	is
get accustomed to	get used to	has	is
get away with (it; murder)	be unaccountable; escape	has a lot to do with	(contributes; is related) to
get in the way of	interfere; impede; intrude	has a tendency to	tends to
get in touch with	call; contact; phone; touch	(HAS; HAVE) arrived	arrived; (is; are) here
get in touch with your feelings	identify your emotions	has been (informed; notified)	was (informed; notified; told)
get it off (my; your) chest	dump; expel; oust; vent	(HAS; HAVE) (begun; started)	began; started
get it off the ground	do; launch; move; start	HAS (done; found; said; taken)	did; found; said; took
get it out of one's system	blow; dump; expel; spit; vent	has (got) to; needs to	must
get on my nerves	annoy; bother; bug; harass	has no	lacks
get ready	plan; prepare	(has no; lacks) tact	is (candid; gross; untactful)
get the ball rolling	begin; do it; go; move; start	hasn't (yet) decided (yet)	is (undecided; vacillating)
get the show on the road	begin; do it; go; move; start	has nothing to do with	is (unconnected; unrelated)
get the word out	publicize; warn; tell others	has several meanings	is multisense
get to the bottom of this	analyze; scrutinize; study	has the (ability; capacity) to	can; could; may; might; will
get used to	acclimate; adapt; assimilate	has to	must
(go; range) ANYWHERE from	go from; start(s) at	has to do with	concerns; is (about; on)
get wind of	learn; hear; see; sense; smell	have an adverse effect on	harm; hurt; injure; set back
GIVE AN estimate	estimate; guess; suppose	have an effect on	influence; persuade; steer
GIVE AN indication OF	hint; indicate; show; tell	HAVE (asked; heard; seen; sent)	asked; heard; saw; sent



(have GOT; need) to	have to; must; need to
(have got; need) to	must
having some repairs done	(getting; having) it repaired
having SOME work done	having work done
he came in and HE ate	he came in and ate
he was in college AT THE TIME	he was in college
hear THE SOUND OF	hear
heart OF THE MATTER	heart
heat UP	heat
help (OUT)	aid; assist; help
helps	lets
henceFORTH	hence
heretofore	since; (so; thus) far; still; yet
HERETOFORE unimagined	unimagined
hide their heads in the sand	flee; hide; isolate; withdraw
hierarchy; PECKING order	levels; order; ranking; status
high-resolution	high-res
hindrance; obstacle	barrier; block; hurdle; wall
hit the road	depart; go; leave; scat; scoot
hitherto	to date; until now; (as) (of) yet
HOLD A (conference; meetING)	confer; gather; meet
hold (it; on)	freeze; halt; stop; wait
hold ON TO	grab; grasp; hold; keep; retain
horrendous; horrible, terrible	bad; ugly; wrong
how (far; much)	level; to what (degree; extent)
how come	why
how DID THAT come ABOUT	how (come; did); why (did)
how humans feel, act, or react	human nature
how IN THE WORLD	how
(how; why) is it that	how; why
human race	humanity; humans; people; we
HUMANLY possible	possible
how much time	how long
however	but; still; though
human BEINGS	humans; people; they; us; we
• hydrotherapy	<i>water therapy</i>
I (am free; have the power) to	I can
I am NOW	I am; I (began; started)
I am using	I use
I (am certain; believe; think)	I (feel; think; saw; heard)
I (comprehend; understand)	got it; okay
(YES) I DO like it	I like it
I do not agree	I disagree; never; no
I don't think so	I think not; no
I (HAVE been; was) informed	I was told
I HEARD (THAT) she said	she said
I heard her (say; scream; shout)	she (said; screamed; shouted)
I heard her say	she said
I MYSELF	I
I NOW (feel; know; realize; see)	I (feel; know; realize; see)
I promise to	I will (always; never)
I REALLY love (to eat) fruit	I love (to eat) fruit
I SAW (THAT) he was	he was
I (BELIEVE; THINK) I don't need	I don't need
I've been here BEFORE	I've been here
I've yet to find	I (have not/haven't) found
I want to call your attention to the fact that > (state the fact)	
if I had	had I
if I would have known	had I known; if I had known

if it were not for	but for
illogical; (self; other)-destructive	dumb; senseless; stupid
illustrate	clarify; depict; paint; show
imitation	(illegal) copy; knockoff
immediately	now; then; there
immediately; instantly	now; right (away; now)
immense utility	usefulness
implement	apply; use
important	big; hot; key, major; top
improbable	dubious; unlikely
improve	better; correct; develop; fix
inadequate	bad; inept; out; unfit; useless
(INADVERTENT; UNINTENTIONAL) error	error
inappropriate	bad; not okay; out; wrong
incite	get; make; prod; prompt; stir
income; remuneration	fee; pay; money; salary
(incomparable; one-of-a-kind)	only; unique
incorrect; fallacious; untrue	bad; false; out; wrong
incorrect or false cognition	miscognition
incorrectly capitalize a word	miscapitalize
(incorrectly; falsely) accuse	misaccuse
incorrectly inform	misinform
increase	boom; grow; spread; sprout
increase to the maximum	maximize
INCREDIBLY DIFFICULT dilemma	dilemma
incrementally; one step at a time	gradually; step-by-step
indefatigable; persistent	diligent; dogged; tireless
indentation	indent
indicate	say; show; tell; state
IS AN indication OF	indicates
indigent	lowly; needy; poor
indiscriminate; different	diverse, mixed, motley, varied
indispensable	basic, crucial, essential, vital
individual	child; man; person; woman
individuals	humans; people; persons; we
induce; seduce; enchant	flirt; grab; hook; lure; trap
inexpensive; affordable	cheap; low cost
infinitesimal; microscopic	minute; teeny; tiny; wee
influence	control; power; pull; sway
inform	tell
• infoRMATION	<i>info</i>
infrastructure	core; base; frame; setup
ingenious	canny; clever; nifty; smart
INHERENTLY unfair	unfair
initially	1st; at (1 st; first)
(INNATE; INHERITED) talent	talent
INNATELY (foolish; happy)	foolish; happy
• innovation	<i>new way</i>
inoperative; defective; useless	broken; down; out of order
input; involvement	clout; say; sway; voice; vote
ins and outs; particulars	details; facts; points; specifics
insensitive; unresponsive	dead; dumb; numb
inside (and) out; thoroughly	all; completely; fully; totally
inSIDE (OF)	in; inside; interior
instance; occurrence	event; example; sample; time
instantaneous(ly)	instant(ly)
insufficient (amount; number)	not enough; scarce; too few
intelligent	able; bright; sharp; smart

intentionally falsely information	disinform	IN SO doing	doing (it; that)
interfere; obstruct; prevent	block; hinder; thwart	in some way(s)	a little; somehow; somewhat
interfering; intrusive; invasive	nos(e)y; prying; snoop	in spite of (the fact that)	but; despite; still; though; yet
interminable	no end; unending	in SUCH a way THAT	in a way; so as to; so that; to
interlocutor	host; presenter; speaker	in summary; essentially	basically; briefly
interpret (incorrectly; wrong)	misinterpret	in support of	aiding; favoring; helping; pro-
intimidator; tormentor	bully	in terms of	about; as to; on; regarding
INVITED guest	guest; invitee; visitor	in that	because; due to; since
introduce (a) NEW	initiate; introduce; start	in (that; this) day and age	now; (these; those) days
introduce FOR THE FIRST TIME	introduce	in (that; this) direction	away from; to; toward
• introduction	<i>intro</i>	in that case	so; then; there
intuition; premonition	(gut) feeling; hunch	(in) that way	thus; so; thereby
involving several physical senses	multisensory	in the (amount; sum) of	for; totaling
(IR) regardless	(any; either) way	in the (capacity; role) of	as; while
in a class (all) by itself	special; unique; unmatched	in the event (that; of)	if
in a constant state of flux	(always; constantly) changing	in the (interim; interval)	for now; meanwhile
in a nutshell	briefly; in summary; simply	in the (middle; midst) of	amid; among; between
in a timely (fashion; manner)	on time; punctually; quick	in the (very) near future	soon
in addition (to)	also; and; with	in the (very) near future	soon; next month; next Fall
in all (likelihood; probability)	likely; probably	in the absence of	lacking; without; missing
IN AN (ATTEMPT; EFFORT) to	for; to	IN THE afterMATH OF 911	after; following; post-911
IN AND OF itself	alone; (by) itself; stand alone	in the beginning; at the outset	at first; initially
in any case	anyhow; anyway; so; whatever	in the best of all possible worlds	ideally; in (a) utopia; perfectly
in back of	after; behind; following	in the company of	next to; (along) with
in case	if; lest	in the course of	during; in; on; over; while
in close proximity	near	in the course of the day	during the day; today
in compliance with	following; obeying; under	in the end	basically; finally; ultimately
in conjunction with	and; both; jointly; with	in the even that	if; in case; should; when
in connection with	about; concerning; for; on	in the final analysis	after all; finally; ultimately
in excess of	exceeds; over; surpasses; tops	in the first place	1); 1 <sup>st</sup> ; first
in (EXCHANGE; RETURN) for	for; to (get)	in the immediate future	soon; next (week; month; year)
in favor of; supporting	for; pro-_____	IN THE long (run; term)	eventually; long (run; term)
in his own world	self-absorbed; self-centered	in the manner of	as; à la; like
in hot water	imperiled; in (danger; trouble)	in the meantime	ad hoc; for now; temporarily
in itself	is; itself	in the wake of 911	after; following; post-911
having such (a quality; qualities)	in nature; innately; intuitively	IN THE YEAR 2024	in 2024
in June OF 1972	in June 1972	in (that; this) case	here; now; today
in less time	faster; quicker; sooner	in this day and age	at present; today; now
in lieu of	for; instead of	in view of the fact that	because; due to; since
in light of the fact that	because; considering; due to	in (what; which) other way	how else
in most cases; most of the time	often; typically; usually	in which	where
in most instances	often; typically; usually	in (height; width)	high; wide
in my (estimation; opinion)	I (believe; guess; feel; think)	irrespective of	despite; regardless; whatever
In my (humble) opinion	I (think; believe)	is a carcinogen	causes cancer
in no time (at all)	boom; fast; quick; snap	is a combination of	blends; combines; mixes
in no way, shape, or form	never; (not) at all; (in) no way	is a deterrent to	blocks; deters; prevents; stops
in opposition to; is against	hates; opposes; rejects	is a hindrance to	blocks; impedes; slows; stops
IN ORDER (for; that; to)	for; so; to	is a reflection of	indicates; reflects; shows
in other words; said differently	namely; that is	is a (consequence; result) of	(comes; results) from
in place of	for	is (about to; going to)	will
in private	alone; privately; secretly	is (acquainted; familiar) with	knows; talks with
in proximity to	close; near; next	is (advantageous; beneficial) to	aids; benefits; helps; supports
in pursuit of	chasing; following; tracking	is (afraid; scared; terrified) of	dreads; fears; flees; hates
in reference to	about; as to; as for; in; on	is an acquaintance of	knows; talks with
in regards to	about; as to; as for; in; on	is an illustration of	confirms; shows; reveals
IN RETROSPECT, I was foolish	I was foolish	is an impediment to	blocks; prevents; thwarts
in short supply	few; little; scant; rare; scarce	is an indication of	indicates; reveals; shows
IN similar WAYS	similarly	is an obstacle to	blocks; prevents; slows; stops
IN SITUATIONS (when; where)	if; for; on; when; where	is at odds (with; over)	disagrees; fights; opposes

is at variance with	counters; disagrees; opposes	kicked the bucket	died; passed away
is aware (of (the fact) (that)	heard; knows; saw; smelt	(KIND OF; SORT OF) unplanned	unplanned
is (based; built) on	(comes; is; sprouts) from	kneel DOWN	kneel
is beneficial to	aids; benefits; favors; helps	known AS BEING	know to be
is (SOMETIMES) BEING used to	is (doing; used to)	knows HOW TO	can; is an expert; knows
is capable of	can; could; may; might; will	labor	work
is (characteristic; typical) of	characterizes; typifies	lacks sensitivity	is (insensitive; numb) to
is cognizant (of the fact) that	feels; knows; realizes; senses	lag(s) BEHIND	lag(s)
is comparable to	like; equal; resembles; similar	large	big
is compatible with	enjoys; harmonizes; likes	large numbers of people	droves, masses; multitudes
is complementary to	complements; goes with	LASTING legacy	legacy
is comprised of	comprises; contains; has; holds	later ON	later
is concerned with	cares about; concerns	lawbreaker; perpetrator	convict; criminal; felon; thief
is conducive to; results in	conduces; induces; leads	leave (it) as (it) is; ignore (it)	stet
is consistent with	agrees with; follows; obeys	LENGTH OF time	how long; (how much) time
is contingent (on; upon)	(depends; hinges) on	less OFTEN	less
is (defined as; said to be)	is; means	let's JUST wait and see	let's wait and see
is dependent on	(depends; hinges; relies) on	lift UP	lift; raise
is describes as BEING	is; is described as	light blue	cyan
is detrimental to	damages; harms; hurts; slows	like	as
is different (BECAUSE; IN THAT)	is different; it _____	like an (idiot; wise man)	idiotically; wisely
is different from	differs from; (is not; isn't)	limited number	few; rare; scant; scarce
is (disposed; ready; willing) to	can; could; may; might; will	LIMITED TO only 24-times	only 24-times
is effective in its ability to sense	senses	LIST OF Concise Expressions	Concise Expressions
is (found; said) to be; has been	is: (is not; isn't) _____	list of things one must do	checklist
is (helpful; helping)	helps	LITTLE baby; infant; toddler	baby; infant; toddler
is in conflict with	conflicts with	(LITTLE; TINY; WHITE) lie	lie
is in (the) possession of	has; holds; owns; possesses	LOCAL residents	residents
is IN defiance OF	defies; flouts; ignores; resists	(lower; upper) (right; left) HAND	(lower; upper) (right; left)
is in need of	desires; needs; wants; wishes	locate	find; get; hear; see; smell
is (in violation of; violating)	counters; defies; violates	look the other way	deny; ignore; pretend; shun
is indicative of	indicates; shows; reveals; says	looking back on	in (hindsight; retrospect)
is NOW arriving	is (arriving; coming; here)	• made simpler, smaller; faster	<i>concised</i>
is of the opinion	believes; suspects; thinks	• make concise	<i>concise</i>
is predisposed to	is (known; prone; ready) to	made out of	made of
is (prone; used) to	can; does; may; might; will	make-to-order	customize; tailor
is revitalizing	renews; revitalizes	MAINLY focuses on	focuses on
is SEEN AS (BEING)	is	major	big; huge; key
is skilled; is an expert	can; does; knows how to	majority	most
SOMETHING (THAT; WHICH) is	is	make (beautiful; ugly)	beautify; uglify
is there SUCH A THING AS	is there; does (it; that) exist	make (it) better	cure; fix; heal; improve; save
is well aware that	(knows; understands) that	make a decision	choose; decide; pick; select
it DOES (help; work)	it (helps; works)	make a determination	choose; decide; pick; select
it does not appeal to me	I (do not like; don't want) it	MAKE A plan	schedule; plan; strategize
it is a fact (that)	it is (known; true)(that)	MAKE A (copy; print)	copy; print
it is my ambition to	I (plan; (hope; want) to; will)	make a reference to	mention; point; refer to
it is NOW underway	it is underway	make a statement	declare; say; shout; show; tell
it is unnecessary to	(one; you) (need not)	make a suggestion	ask; hint; imply; infer; suggest
it should be (noted; pointed out)	note; notice	• make a (thought; vision) visible	<i>visibleize</i>
IT WAS he WHO called	he called	make an effort	attempt; do (it); try (it)
it was MORE OR LESS good	(it was; was not) good	make an assumption	assume
it WAS invented BY a student	A student invented it	MAKE AN improvement	correct; fix; improve; perfect
it was closed	I closed it	MAKE contact WITH	call; contact; touch; write to
its (designed; purpose is) to show	it shows	make equal	balance; equalize
JUST (as; LIKE) he said	(as; like) he said	• make (fashionable; popular)	<i>fashionize</i> ; hype; popularize
keep (DOING (IT); GOING; IT UP)	continue; keep; persist	make (generally liked; popular)	popularize; promote; spread
keep in mind	recall; remember	• make it (easier; easy) to do	<i>easify</i>
keep (doing; making; repeating)	do; make; repeat	make it happen	begin; (do; start) it
key (FACTOR; REASON)	key; factor; reason	make it necessary to	demand; exact; requires

• make (it) possible (for us) to	help; let; <i>possibleize</i>
• make obsolete	<i>obsoleteize</i>
• make (sensitive; vulnerable) to	sensitize; <i>vulnerableize</i>
• make sure	ensure
• make (tangible; touchable)	<i>tangibleize</i>
maladroit	clumsy; dud; gawky; inept
malicious	bad; cruel; evil; nasty; wicked
MANAGED TO (do; get; succeed)	do; get; succeed
manipulate	control; fool; handle; trick
(manner; way) (IN WHICH)	fashion; manner; mode; style
manufacture	do; build; make; produce
many (OF THOSE; PEOPLE) who	(many; those) (who)
many DIFFERENT alternatives	many alternatives
many DIFFERENT (kinds; types)	many (kinds; types; varieties)
many DIFFERENT (options; ways)	many (options; ways)
MANY (problems; opportunities)	problems; opportunities
many times	often
materialize	build; deliver; do; produce
maximum	best; greatest; most; top
(MAY; MIGHT) BE ABLE TO do it	(may; might) do it
may OR MAY NOT	could; may; might
may WELL be	may be
memoRANDUM	memo
(MENTAL; PHYSICAL) attitude	attitude
mental telepathy	clairvoyance
mentally deficient	dumb; foolish; stupid; slow
mesh TOGETHER	mesh; network; weave
methodOLOGY	method
metropolis	city; place; polis; town
might OR MIGHT NOT	might
minimal; minimum; VERY least	least
mistake	error; flaw; gaffe; slipup
misTAKENLY color	miscolor
mix TOGETHER	mix
modality	kind; mode; style; type; way
money, skill, talent, time	wherewithal
more and more	growing; increasing
more is possible IN THE FUTURE	more is possible
MUCH more than ever BEFORE	more than ever
moreover	also; and; plus; too
most brief	briefest
most BUT NOT ALL	most
MOST likely	likely; probably
most of the time	often; usually
mostly safe; threatening	dangerous; unsafe
motivATIOn	drive; impetus; motive; need
MUCH prefer	choose; desire; prefer; (s)elect
MUTUAL agreement	agreement; consensus
mutually dependent conditions	catch-22
myriad OF stars	myriad stars
narrow	fine; slim; thin; tight
nearBY	close; handy; near
necessary	crucial; needed; required; vital
necessitate	must have; need; require
need to	duty; must; should
neither ONE	neither; none
• neologism	<i>new word</i>
network	clan; group; net; team; web
never AGAIN	never; no more; that's it

never (BEFORE; EVER); not ever	never
never IN THE PAST	never
nevertheless	anyhow; but; even so; still; yet
NEW (beginning; start)	beginning; start
NEW (improvement; recruit)	improvement; recruit
NEW (innovation; invention)	innovation; invention
newsworthy; noteworthy	big; hot; important; notable
(NEXT; THEN) he jumped	he jumped; jumping
no basis in fact	baseless; false; sham; unreal
no (brand; frills)	basic; common; generic
no laughing matter	not funny; serious (matter)
no longer with us	dead; fired; gone; left; quit
no matter what; whatever	regardless of
no-no-no; yes-yes-yes	okay; never; no; sure; yes
none (AT ALL; WHATSOEVER)	no; none; zero zilch; zip
no one REALLY knows	no one knows
(no; not a) problem	perfect; great; okay; sure; yes
(no; without) question	clearly; no doubt
no question about it	certain; unquestionable; sure
nor a borrower nor a lender be	don't borrow or lend
not a single	not (1; a; one); zero
(not (at all); nowhere) as good	bad; inferior; low; poor
not AT ALL	nil; nix; no; none; not; zero
not (being) able to	inability
not (care; listen to; look at)	ignore; neglect; reject; shun
not do what was planned	forego; pass; skip; waive
not good	bad
not in a position; unable to	cannot; can't; will not; won't
NOT Infrequent(ly)	frequent(ly), often
not (so, that; very) generous	cheap; miserly; stingy; tight
not in the least	not at all; nil; no; never; not
not indispensable	expendable; disposable
not (offensive; harmful)	innocuous; mild; safe; tame
NOT (EVEN) one	no; nil; none; zero; zilch; zip
NOT ONLY his car BUT ALSO HIS house	his car and house
not playing with a full deck	nuts; crazy; dumb; slow; stupid
not respected	disrespected; despised; hated
not too distant future	near future; soon
NOT UNcommon	common
NOT UNusual	usual
nodded HIS HEAD	nodded
none (AT ALL; WHATSOEVER)	no; none
nonetheless	anyhow; but; even so; still; yet
nonsensical	nonsense
notations	notes
nothing (but; except)	mere; pure; sheer; total
(notice; see) (a; the) difference	discern; distinguish; tell apart
notwithstanding	anyhow; but; even so; still; yet
nowAdays	now; nowadays
nowhere to be found	gone; hidden; lost
number one priority	(1 <sup>st</sup> ; first) task; task (1; one)
obfuscate	cloud; confuse; disguise; fuzz
objective	aim; goal; target
obstruct	block; hinder; prevent; thwart
occasionally; sometimes	at times
ODDLY ENOUGH, I got used to it	I got used to it
of late	lately
off OF	from; off

often TIMES; repeatedly	often
okay	OK; yes
on-again, off-again	alternating; intermittent(ly)
on a number of occasions	often; repeatedly
on (a; the) personal level	personally
on a daily basis	daily; everyday
on a regular basis	frequently; often; regularly
on account of the fact that	because
on average	generally; typically; usually
on (its face; skin; surface)	outwardly; superficially
on (behalf; the part) of	by; for; from
(as of; ON; starting) Monday	Monday
on more than one occasion	(5; several) times; often
on (previous; other) occasions	previously; prior
on the basis of	based on; because; due to
on the bottom of	below; beneath; under
on the contrary	backwards; instead; opposite
on the grounds (that; of)	because; due to; since
on the heels of; subsequently	after; following; next
on the one hand _____ ,	
on the other (hand) _____	and; but; conversely
on the subject of	about; on
on the verge of	about to; can; may; might
on the way to (health; recovery)	improving; recovering
on top of all that; additionally	also; moreover; plus; too
one; the	a
one of the	an
one OF WHICH is	(1; one) is
once in a blue moon	rarely; seldom
once in a while; sometimes	at times
(once) used to take	lasted; took
one	a
ONE AND the same	equal; identical; the same
one OF (THE; THEM)	1; a; an; one
one SINGLE	a; 1; it; one
one thing has nothing to do with	the other
	unconnected; unrelated
one way or another	somehow; someway
one-of-a-kind	only; unique; singular
one; two; three; four; five; six	1; 2; 3; 4; 5; 6
(one; two; three) OF THEM	1; 2; 3
ONLY choice	choice; decision; (s)election
open UP	break; crack; hatch; open
opportunity	break; chance; option
or ELSE	or
or thereabouts	about; around; near; or so
ORIGINAL founder	founder
other people	others; the; them; they
other way around	flipped; opposite; (in; re)verse
out-and-out; outright; overt	fully; pure; totally; utterly
out of focus	blurred; fuzzy; unclear
out of the ordinary	best; exceptional; top(s); worst
out of the question	no; unthinkable; undoable
out-of-the-way	isolated; removed; secluded
output	crop; delivery; product; result
OUTRIGHT capricious	capricious
over AND DONE WITH	done; ended; over; past
over and over again (and again)	again; constant; repeated(ly)
OVER exaggerate	exaggerate

over the course of	during; throughout; while
OVERALL situation	situation
OVERALL (acceptable; better)	acceptable; better
over(arching; riding); supersede	1st; key; main; top
overburden	flood; swamp; inundate
over(power; shadow)	dwarf; lead; rule; squelch
OVER(WITH) AND DONE WITH	ended; finished; over
owing to the fact that	because
owner of the car	car's owner
PAIR OF socks	(2, two) socks
PAIR OF twins; two twins	twins
panel discussion	forum; seminar; symposium
parameter	border; fence; edge; limit
part AND parcel	bit; part; parcel; piece
partial	(in) part
parsimonious	economic; frugal; tight; thrifty
(PARTIAL; SLIGHT; TINY) error	error
(partially; somewhat) good	good enough; mediocre
participant	actor; contestant; player
PARTICULAR place	place
PARTICULAR type of	type of
PARTICULARLY difficult	challenging; difficult; hard
partly	(in) part; partly; somewhat
pass(ed) away	die(d); is dead
pass judgement	criticize; judge; evaluate
PASSING (craze; fad; style; trend)	craze; fad; style; trend
(PAST; PREVIOUS; PRIOR) (experiences; memories)	experiences; memories
pedestrian	ped
penetrate INTO	go in(to); invade; penetrate
people IN GENERAL	humans; people; us; we
people invited	guests; invitees; visitors
people who	those who
perceive	detect; feel; hear; see; sense
perceives and knows everything	is omniscient
percentage	part; portion; slice; sliver
perfect world	heaven; paradise; utopia
performance	delivery; output; work; yield
perform the (function; role) of	act as; apply; do; replace
period of time	period, span, time
permit	allow; let; okay
perpetrator	doer; culprit; perp
person from another place	alien; foreigner; outsider
• person of the opposite gender	<i>peropgen</i>
person who overeats; overeater	glutton; foodie; obese
PERSONAL bias	bias; illusion; prejudice; slant
PERSONAL opinion	opinion
personally, I (feel; think; believe)	I (feel; think; believe)
pertaining to	about; on; concerning
pick AND choose	choose; opt for; pick; (s)elect
pitFALL	cavity; crater; hole; pit; trap
place between things at intervals	intersperse
place side-by-side	compare; contrast; juxtapose
(place; put) one after the other	intercalate; interpose
plain AND simple	easy; plain; simple
plan (AHEAD; IN ADVANCE)	foresee; order; plan; plot
plan OF ACTION; strategy	plan; steps; tactics
play again	replay
(joke; play) AROUND	jest; joke; gag; play; spoof

PLUM forgot	forgot
plunge (DOWN; IN; INTO)	dive; drop; fall; plunge; slide
point IN time	point; then; there; time
point of (departure; entry)	dawn; intro; start (point)
POINT OF view	opinion; take; stance; view
point THE FINGER at	accuse; blame; point at
popular	fad; hip; in; known; trendy
possess	have; hold; own
possible courses of action	choices; direction; options
possibility	chance; likelihood
posterior	back; butt; dorsal; rear
postpone UNTIL (A) LATER TIME	postpone
postulate	posit; imagine; suggest; think
powerful	big; great; potent; strong
powerful (conversation; speech)	power talk
PRACTICALLY impossible	impossible
precede; take precedence over	beat; lead; top; trump
predict THE FUTURE	forecast; foretell; predict
predominantly	mostly; nearly all
prefer	choose; favor; like; pick; elect
prerogative	choice; option; power; right
present state of affairs	how things are; status-quo
present TIME	here; now; present
pretend	fake
PRETTY (bad; good) (big; small)	bad; big; good; small
PRETTY (DARN) (cold; hot)	cold; hot
(PRETTY; SOMEWHAT) obvious	known; clear; obvious
PRETTY ugly	foul; nasty; ugly
prevent	avert; avoid; deter; 7stop
(previous; prior) (to)	before; prior
primarily	mainly; mostly
primary; principal	chief; head; main; top
printOUT	copy; print
PRIOR approval	approval; permission
PRIOR experience	experience; know-how; skill
PRIOR precedent	precedent
prior to	before; earlier
prioritize	order; rank
pro bono; (at) no charge	free
probability	chance; likelihood
probable that; to be expected	likely; probably; should
• problem and opportunity	<i>problem</i> tunity
procedure; process	steps
proceed	advance; continue; go
process	steps
• process of creating (new) ideas	<i>ideation</i>
proclaim	inform; notify; say; tell
procure	catch; clasp; clench; get; grab
produce	deliver; give; make; output
productivity	delivery; efficiency; throughput
professional	pro
PROFIT-SEEKING business	business
prognosticate	foresee; foretell; predict
proliferate; promote	expand; extend; hype; spread
prolong	delay; extend; stretch
PROlongED	extended; lengthy; long
propaganda	hype; plug; push; tout
• camouflaged propaganda	<i>prop</i> act
PROPOSED plan	plan

prosperous; successful	thriving; rich; wealthy
protest AGAINST; oppose	counter; defy; fight; protest
protrude OUT	protrude
provide	deliver; feed; give; supply
provided THAT he	provided he
proximity	closeness; nearness
PUT TO use	use
• pseudonym	alias; pen name; <i>other name</i>
psychotherapist	advisor; counselor; facilitator
pull IT (DOWN; IN; OUT; UP)	heave; pull snatch; take; yank
pull out	extract; lift; pull; take; yank
pull the plug on	(end; stop) it; kill it; turn off
punctual	on-time
pursuant to	following; under
push in (that; this) direction	push (away; from; to; toward)
PUT AN end TO	close; end; halt; kill; stop
put emphasis on	emphasize
PUT (THE) pressure ON	pressure
put forth	advance; suggest; propose
put in alphabetical order	alphabetize
put into effect	activate; launch; open; start
PUT ON AN act	act; fake; feign; pretend; trick
put together	assemble; build; form; join
puzzling IN NATURE	puzzling
quantity	amount; degree; number
quarantine	detain; filter; imprison; isolate
quick	fast; nippy; pronto; snap; swift
quodidian	common; daily; every day
rational	cogent; logical; mathematic
REACH A conclusion	conclude; decide; realize; see
REACH AN agreeMENT	accept; agree; buy (into)
READILY (apparent; available)	apparent; available
REAL life; truth	life; truth
(REAL; TRUE) winner	winner
realize	feel; figure; see; sense 21
(really; very) hungry	starving
reason	end; goal; purpose; target; why
REASON why	basis; cause; trigger; why
receive(d)	get; got (it)
reconnoiter	look; observe; survey; watch
record-(HIGH; LOW)	record
record-(BREAKING; SETTING)	record
reduce	clip; cut; lower; pare; trim
reduce in size	downsize; lessen; shrink; trim
reduce the speed; decelerate	slow down; slowdown
reduce to the (least; minimum)	minimize
REDUCE TO zero	zeroize
refer BACK	recall; refer; remember
regarding	about; on
regardless of	but; despite; whatever
regardless of the fact that	although; though
regularly	often
• regularly write one's thoughts	<i>thought-write</i>
REiterate; say again	echo; iterate; redo; repeat
relation (among; between) parts	percentages; proportions
RELATIVELY (big; cool; hot; small)	big; cool; hot; small
relocate	change; move; shift
remainder; what's left	the rest
remains to be seen	is (unknown; undefined)

REMEMBER HAVING seen; heard	saw; heard
remember (seeing; smelling)	saw; smelt; heard; tasted
remuneration	pay; reward; salary; wage
reOccurring; repetitive	cyclic; recurring; recursive
repair	align; correct; fix
repeat (over and over) again	repeat
replace one thing with another	depose; supplant; replace
report BACK	answer; reply; report
repRESENTATIVE	rep
represents	is like; resembles; signifies
requirement	demand; need; obligation
requires	asks; calls for; exacts
resembles; similar to	as; like
reside	dwell; live; stay
residence	apartment; home; house
resign	go; leave; quit
reversal	setback; delay; hitch
revert BACK	return; revert
reward	favor; honor; praise; prize
RIGHT here (RIGHT now)	here (now)
RIGHT now	now
(RIGHT) then AND there	on-the-spot; then; there
role reversal BETWEEN THE TWO	role reversal
root CAUSE	cause; reason; root; source
(round; square) IN SHAPE	round; square
routine PROCEDURE	routine
rules and regulations	laws; regulations; rules
RUN A checklist	checklist
run of the mill	common; mediocre; ordinary
running AROUND	circling; running
SAFE haven	haven
said differently	in other words; namely; that is
said THAT the	said the
same (EXACT) THING as	equal; identical; same
say (it) again	echo; repeat
scaffold	base; ladder; platform; stand
scrutinize CAREFULLY	scrutinize
search	hunt; look; probe; seek
see it happen before it happens	foreknow; foresee; imagine
seek OUT	hunt; look; search; seek
seems	looks
seems to (hint at; infer that)	infers
(prefer; seek) to have	prefer; seek
(s)election; preference	choice; option; pick
self-absorbed; self-centered	selfish; egotistic
self-(directed; ruling); liberated	autonomous; free; wild
send and receive messages	communicate
SEPARATE entity	body; entity; piece; thing; unit
one who uses long words	sesquipedalian
SERVES TO (explain; show)	explains; shows
set aside	hold; save; stock; store
set a NEW record	set a record
seventy-five percent	0.75; 3/4; 75%; 3-fourths
sex worker; prostitute	call girl
sexually aroused	horny; hot
she DID mention	she (mentioned; said; told)
she managed to fill ten boxes	she filled 10-boxes
SHORT, SWEET, AND to the point	to the point
should have	should of

should you decide	if you decide
shout LOUDLY	shout
side with	aid; favor; help; like; support
significant	big; major; much; top; very
simultaneous	both; jointly; together
since THE last TIME	since (it was) last
sit (correctly; erect)	sit up
sit DOWN	sit
situation	case; instance; status-quo
slacker	bum; idler; lazy; loafer; looser
slender	slim; thin; skinny
(move; slide; switch) OVER	move; slide; switch
small (number; quantity)	few
(small-; medium-; large-)SIZE	small; medium; large
• smell beforehand	<i>foresmell</i>
smile	grin; wink
so (that) I can	to
SO AS to	to
so I can	to
so THAT	so
socialize	chat; hobnob; mingle; mix
sojourn; vacation	break; rest; stay; trip; visit
SOME other	another
some (place; where) else	elsewhere; not here; there
some PEOPLE love to eat	some love to eat
someday	one day
someday; sooner or later	eventually; later; soon
SOMETIME before	before; previously; prior to
something	a thing; it
somewhere along the line	at some (point; (in) time)
SOMEWHERE around	about; around; close to; near
somewhere in the area of	9-(days; weeks; months)
somewhere in the course of	at; during; in; on; while
(somewhere) in the (neighborhood; vicinity) of	about; around; close to; near
sophisticated	classy; erudite; refined
sparingly	few; frugally; minimally
specific	exact; precise
spectrum	band; gamut; range; span
speech WHICH WAS given	speech (given)
speed-UP	hasten; hurry; rush
split-UP	break; crack; separate; split
stagnant	inert; fixed; static; still; stuck
stand in the way (of)	block; prevent; stop; thwart
stand UP	stand; rise
start (OFF; OUT; UP)	begin; go; start
startLING point	start point
stationary	immobile; stagnant; static
stature; tallness	height
stick out	bulge; jut; protrude; swell
stick-to-it-iveness; perseverance	drive; grit; tenacity
STILL (has not; loves; works)	has not; loves; works
STILL persist; remains	is; persist; remains; stays
stop beating around the bush	be direct; say it
stratagem; strategy	plan; plot; ploy; tactic; way(s)
strategy FOR success	success (plan; steps; strategy)
submit; surrender	follow; give (in); obey
subsequently; subsequent to	after; later; next; then
substantial	big; large; major; much; vast

substantiate	back; confirm; prove; verify
SUBTLE nuance	detail; nuance
subtract	deduct; lessen; reduce; rest
SUCCESSFULLY fool	fool
such as	like
SUDDEN (explosion; impulse)	explosion; impulse
sufficient	enough; plenty
suggest	hint; infer; imply; nudge; poke
suggestion	hint; idea; feedback; plan
SUM TOTAL	sum; total
summarize BRIEFLY	simplify; shorten; summarize
superior	best; better; high; top
superior (to)	better (than); tops; trumps
supersede; supplant	displace; replace; top
supplant; replace	eject; exile; expel; oust
support	aid; assist; favor; give; help
SURE hope	hope
surrender	give in; give up; submit; yield
surround ON ALL SIDES	surround
switch OVER	change; move; swap; switch
SWORN affidavit	affidavit
symbolizes	is (like); reflects; resembles
tailor-make	customize
TAKE A look at	check (out) ; look at; see (if)
take action	act; do; call; make; start
take advantage of	abuse; cheat; defraud; use
TAKE BY surprise	shock; startle; stun; surprise
take into account	consider; see (if)
take into consideration	consider; include
take into custody	arrest; capture; catch; detain
take place	act; do; happen; occur
take the (wrong) way	miscomprehend; misconstrue
take advantage of; embezzle	abuse; defraud; fool; trick
talk about	discuss; mention
talk (to; with) oneself	self-talk
tantamount to	equal to; like; the same as
taste beforehand	foretaste
teenAGER	teen
tell him THAT	say; tell him
tell lies about a product	defame; discredit; misbrand
TEMPER tantrum	tantrum
tempORARY (WORKER)	temp
terminate	cancel; cease; end; fire; stop
TERRIBLE tragedy	catastrophe; ruin; tragedy
test OUT	check; see; test; try out; verify
thank YOU	thanks; [give a big] smile
THANKS, BUT no thanks	no thanks
that	the
THAT DOES sound nice	sounds nice
that includes	and; also; including; with
(it; that) IS WHAT causes	(it; that) causes
that moment	then
that WHICH	that; what
that will (cut, expand, open)	to (cut, expand, open)
the above (MENTIONED)	it; that; the above; those
the (aforementioned; aforesaid)	it; that; the above; those
THE CITY OF (Miami; New York)	Miami; New York City
THE COLOR (blue; green; red)	blue; green; red
THE DAY when	when

the day (may; will) come when	one day; someday
the degree to which	how (far; many; much; wide)
THE Arabic LANGUAGE	Arabic
the equivalent of	like; the same as; equal to
the fact (of the matter) is that	in fact; in truth; really; truly
THE FACT that	that
the fact that I am single	my being single
the feeling is mutual	likewise; me too; same here
THE five-men	(5; five)-men; the (5; five)
the foregoing	it; that
the goal of this agency is	this agency's goal is
the interesting thing is that	interestingly
the majority	most
the (manner; means) by which	how; the (steps; process; way)
the mere fact that he did it	his doing it
THE MONTH OF September	September
the more OFTEN you do it	the more you do it
THE NATURE OF generosity	generosity
the other way around	backwards; opposite; reverse
the possibility exists (for; that)	it (could; may; might)
the preceding	it; that; the above; those
the present situation	(that; this) (is; will be)
the process by which	how; the (steps; way)
the reason FOR THAT is	because; the reason is
the reason why (IS THAT)	because; the reason; why
the same way	as; like; similarly
THE STATE OF (California; Idaho)	California; Idaho
the thing that	how; what; when; who; why
the things he said are true	what he said is true
the time will come when	(1; one) day; someday
the truth is THAT	in fact; the truth is
the value of which	whose value
the (way (IN) WHICH	how
THEN AND ONLY then	that's when; then
THEN why ((do; say) it)	why ((do; say) it)
theories AS TO HOW	how; opinions; theories; ways
there (has to; must) be a reason	there's a reason
there (is; are) no free lunch(es)	no lunch is free
THERE IS no doubt; undoubtedly	doubtless(ly); no doubt
there is SUCH A THING AS love	love exists; there is love
thereafter	later; next; then
therefore	so; thus
thereIN	at; in; there
they ARE stopPING us from	they stop us from
• thing to make errors impossible	<i>error-impossibilitator</i>
• thing which prevents errors	<i>error-(blocker; preventor)</i>
thing which motivates	desire; drive; impetus; will
things IN GENERAL	things
things to do; to do's	do; tasks
think (again; critically; twice)	rethink
think how a group thinks	groupthink
this one or that one	(1; one) or the other
those people	them; the; they; those
though	but
three-fourths; three-quarters	3/4; 75%; 0.75; 3-fourths
three times	3-times; thrice
THREE triplets	triplets
throughOUT; all along; during	in; through; thru; while
thumbs up	do it; go; okay; start; yes



time after time	often; regularly; repeatedly
time and time again	often; regularly; repeatedly
time OF (DAY; NIGHT)	time
time to (cook; eat) THE FOOD	time to (eat; cook)
time will tell	(undefined; unknown) result
time-consuming	lengthy; long
tiny difference	nuance; subtlety
to a large (degree; extent)	largely; mostly; much
to a lesser (degree; extent)	scant; fewer; less
TO MAKE MATTERS worse	deteriorate; hurt; worse(n)
to what (degree; extent; length)	how (far; long; much; wide)
tonality	tone
too many words	wordy
took whatever he could	took what he could
TOTALLY certain	certain
TOTALLY convince	convince
TOTALLY destroy	destroy
TOTALLY overwhelm	overwhelm
TOTALLY shocked	shocked
TOTALLY (UNEXPECTED) surprise	surprise
• touch beforehand	<i>foretouch</i>
touch to get attention	poke
towards	to; toward
trace BACK	backtrack; trace
• tracking thought progress	<i>thought-(track; trail)</i>
trade one thing for another	barter; switch; swap; trade
transform	change; convert; flip; turn
transpire	occur; pass
transport	carry; drive; fly; send; ship
transpose	switch
trousers	jeans; pants; slacks
TRULY (amazing; remarkable)	amazing; remarkable
TRY TO (do; figure out)	do; figure out
TWELVE (midnight; noon)	midnight; noon
two times	twice
two times better	twice as good
• (type; write) in superscript	<i>superscript</i>
TYPE OF (people; places; things)	people; places; things
type a wrong letter	mistype
everywhere (always)	omnipresent; ubiquitous
(unable; not in a position) to	cannot; inept; powerless
unaccustomed to	not used to
unattractive	bad; repulsive; toxic; ugly
unbeknown; unBEknownST	unknown
uncommon	odd; rare; scarce; weird
unconcise	long; prolix; wordy
unconnected	alone; free; separate; solo
under no circumstance(s)	never; no
underNEATH	below; beneath; under
unequaled; without equal	rare; sole; unique; top
unfavorable	adverse; bad; hurtful
UNFORESEEN emergency	emergency
unintelligent; low-intelligence	dumb; foolish; slow; stupid
unintended adverse results from	a political action or situation
	blowback
UNITENTIONAL (error; mistake)	error; gaffe; mistake
unintentionally falsely inform	misinform
unmistakable	certain; definite; sure

unnecessary	needless; unneeded
UNNECESSARILY wasteful	wasteful
unnecessary	needless; surplus; unneeded
unprecedented	fresh; new; novel; original
unpredictable	erratic; fickle; shifty; weird
unquestionable	bad; false; good; true; yes; no
unquestionably	clearly; no doubt
unstable	flimsy; shaky; weak; wobbly
unstoppable	persistent, dogged; gritty
unsubstantiated; unproven	baseless; false; is not
until	till
until SUCH TIME AS	until
until THAT (POINT IN) TIME	till; until
UP (till; until)	till; until
up in the air	undecided; unresolved
UP TO 3 are permitted	3 are allowed
up to A MAXIMUM OF	up to
up to a point	in part; partially; somewhat
up to and including	through; till; to; until
up (to; until) now	hitherto; till now
up to THE POINT OF	at; till; to; until; when
upon	at; on
upwards of	more than; over
usage	use
used to	did; was
used to be	is; the (former; old); was
used to (live in; (teach; work) at	lived in; (taught; worked) at
useful	handy; trusty
usefulness	use; utility; value; worth
useless	bad; futile; junk; no; out
usually	often; regularly; typically
utilize	apply; do; employ; use
valuable ASSET	asset; (help; use)ful; valuable
(vantage; view) POINT	vantage; view
verbalize	say; speak; talk; utter; write
• verbose	<i>lettery</i> ; long; prolix; wordy
VERY (expensive; picky; useful)	expensive; picky; useful
very much SO	(very) much; really; truly; yes
VIABLE (option; solution)	key; option; solution; way
view POINT; POINT OF view	opinion; outlook; stance; view
(LOUD; VIOLENT) explosion	explosion
VIRTUALLY impossible	impossible
visible TO THE HUMAN EYE	visible
visually	visibly
vital NECESSITY	vital; necessity; need; want
wait A MINUTE	(hang; hold) on; stop; wait
wait AROUND	wait
walk AROUND	stroll; walk; wander
walk before you can run	develop; grow; plan; prepare
(come (on); walk) in	enter
walk out	depart; exit; go; leave
want(s) to HAVE a meeting	want(s) to meet
warFARE	war
was given	got; has; holds; is; received
was (very) helpful	helped
way of teaching	way to teach
way to (get; go) in	door; entrance; window
we are of the opinion	we (believe; think)

we ARE open (ON) Sundays	(we) open Sundays
we BOTH (agree)	we (agree)
we had a very good time INDEED	we had a very good time
weather CONDITIONS	climate; weather
• Web (do a Web search)	(W)
WELL aware	aware
WELL over	beyond; above; over
well (planned; thought) OUT	well (planned; thought)
were I to die	if I die(d)
WERE IN attendance	attended
were it not for	but for
what (is the) time frame	when
what did you do that for	why did you
what DO WE DO (now)	what now; now what
what I HAD said	(what) I said
what if THAT HAPPENS	(what) if
what IN THE WORLD	what
what is (happening; going on)	what's (new; up)
what is the likelihood of	how (likely; probable) is
what's the extent of the damage	how damaged is
whatSOever	at all; no; none; whatever
WHEN compared (to; with)	compared (to; with)
when I was teaching	teaching; when I taught
whenEVER	when
where are we AT	where are we
where is Ohio LOCATED	where is Ohio
where ON EARTH	where
whereABOUTS	location; place; where
whereas	but; now; while
wherefore	why
wherEVER	where
whether OR NOT	if; when; whether
WHICH ARE often used to	often used to
which (declares; states; says)	declares; states; says
which have been found to be	which are
WHICH IS (called; referred to)	called; known as
which (ONE(S); ONE (OF THEM))	which
which way DO WE GO NOW	which way
while that was happening	during; simultaneously; while
WHITE snow	snow
who; what; where; why; how ON EARTH	who; what; where; why; how
who is (it; that)	who's that
whosoever	whoever
why (IN THE WORLD; IS IT THAT)	why
why, thank you	thank you
widespread	common; popular; rampant
will (not) BE (attending; coming)	will (not) (attend; come)
wind again	rewind
wind DOWN	unwind
wind UP	wind
WINDOW OF opportunity	break; chance; opportunity
with all due respect	respectfully
with few exceptions	most; mostly; typically; usually
with increasing frequency	increasingly
with no basis in fact	groundless; unfounded
with no errors or mistakes	error-free
with respect to	about; concerning; on
WITH THE exceptION OF	except (for); excluding

WITHin	in
without a doubt	doubtless; no doubt; sure
without any errors or mistakes	error-free
witness (in-person; first hand)	witness
without errors	<i>error-free</i> ; faultless; flawless
without exception	always; every time
without interruption	continuous; uninterrupted
without misunderstandings	unmistakably
without provocation	unprovoked
wonder(s)	ask(s)
• word with too many letters	<i>lettery</i>
• word with too many syllables	<i>syllably</i>
worst mistake OF ALL	worst mistake
worthy of (praise; trust)	praiseworthy; trustworthy
would be	is
would have	would (of)
wrap it up	cease; end; halt; stop
write DOWN	write
you and I	us; we
zero in on	focus on; pinpoint; target

# AVOID USING, OR DELETE

- WORDS OR PHRASES WHICH ARE UNNEEDED OR IT IS BEST TO DELETE ARE IN CAPITALS.
- A SEPARATE SENTENCE CAN BE WRITTEN WITHOUT THE FOLLOWING LISTED UNNEEDED WORDS, FOR EXAMPLE:  
*Bullies enjoy hurting innocent people.*

- ABOUT BULLIES, bullies enjoy hurting innocent people.
- ABOVE ALL ELSE, everyone wants to feel loved.
- IN REALITY, BOTTOM LINE, he said ABSOLUTELY nothing.
- We can ACTUALLY choose how we (WANT TO; WILL) live.
- ADDITIONALLY; MOREOVER), the body heals itself.
- AFTER ALL (IS SAID AND DONE), money dictates choices.
- ALL THINGS CONSIDERED, no one knows what love is.
- ALL TOLD, the teacher emphasized following 3-steps.
- ALMOST ANYTHING IS POSSIBLE.
- (ANYHOW; ANYWAY), that's how we first met.
- AROUND OR in the early morning.
- AS (SOME; MOST) PEOPLE SAY, a stitch in time saves 9.
- AS A MATTER OF FACT, palm trees abound in Texas.
- AS A WHOLE, the taxpayers support the plan.
- AS EVERYONE KNOWS, first impressions last a lifetime.
- AS FAR AS I AM CONCERNED, it's best to tell the truth.
- AS FATE WOULD HAVE IT, his invention became a hit.
- AS OF THIS MOMENT, the committee has not decided.
- AS THE CASE MAY BE, each individual makes choices.
- AS (USUAL; EXPECTED), he replied the same day.
- AS WE ALL KNOW, germs transmit diseases.
- AS WE SPEAK, they are flying to Qatar.
- AS YOU MAY (BE AWARE; KNOW), we follow the rules.
- AT THE END OF THE DAY, we all learned something.
- AT THIS (VERY) MOMENT (IN TIME), everyone in China is sleeping.
- (AUTOMATICALLY, IMMEDIATELY; INSTANTLY; ON-THE-SPOT; SPONTANEOUSLY; THAT INSTANT) told everyone PRESENT, "I love to communicate concisely!"
- BASICALLY, I help people TO get to know themselves.
- (BE AWARE; REMEMBER) THAT people often reason emotionally, thus irrationally.
- BEFORE YOU KNOW IT, the Sun came out again!
- BELIEVE IT OR NOT, the planet's population will double.
- (BRIEFLY; TO BE BRIEF), (yes; no; maybe; never; once).
- (BUT; THOUGH; WHEREAS; WHILE) I saw 6.
- Buy 12-sets of plastic utensils OF THE DISPOSABLE (KIND; TYPE; VARIETY).
- BY DEFINITION, it was a case of sexual harassment.
- BY THE WAY, do you use Microsoft PowerPoint and Excel?
- CARRIED TO EXTREMES, violence can culminate in murder.
- CHANCES ARE that if something can go wrong it will.
- CLEARLY, your college's debate team is first-rate.
- CONCERNING, LOVE, everyone wants to feel loved.

- (CONSEQUENTLY; SUBSEQUENTLY) he withdrew.
- DID YOU KNOW (THAT) every person is a world?
- DUE TO THE FACT THAT the item was ALREADY shipped.
- English has some NONE OTHER THAN illogical expressions.
- The device EVEN lets you see through walls.
- EVERYONE KNOWS (THAT) MSG is an excitotoxin.
- They bought everything THAT they needed.
- EVIDENTLY, IT'S CLEAR TO SEE THAT he is not present.
- EXPERIMENTALLY, the interaction was video-recorded.
- FINALLY, the day came when men landed on Mars.
- Guns are EXTREMELY dangerous.
- FOR ALL INTENTS AND PURPOSES, it's out-of-order.
- FOR BETTER OR WORSE, some humans are unpredictable.
- FOR HEAVEN'S SAKE, stop it!
- FOR ME, "The Bible" is one of the best books OF ALL.
- FOR VARIETY'S SAKE, I'm going to do it with my left hand.
- FOR YOUR INFORMATION, the recipe is REALLY a secret.
- FROM (OUT OF) NOWHERE I heard a voice say, "Hey you!"
- FURTHERMORE, he can't be in 2 places at the same time.
- He is ABSOLUTELY certain.
- He is in—HOW SHALL WE SAY—trouble again.
- He is still IN THE PROCESS OF adapting TO THE CHANGES.
- HERE IS THE THING, always tell yourself the truth.
- HONESTLY, it was harder than I thought.
- HOW SHALL WE SAY, social media can "isolate" people.
- I AM CALLING TO SAY THAT I accept your job offer.
- I (AM CERTAIN; KNOW) (THAT) cigarettes are addictive.
- I am going to wear (a; my) SO-CALLED "body cam".
- I AM SORRY TO SAY, your statement is illogical.
- I AM TAKING THIS OPPORTUNITY TO INFORM YOU THAT we (are) open (on) Sundays.
- I (BELIEVE; KNOW; SUSPECT; THINK) (THAT) no one REALLY knows what love is.
- (I BELIEVE; KNOW) (THAT) music instantly changes people.
- (I CAN) SEE (THAT) dreams often instruct.
- I feel (A LITTLE; (KIND; SORT) OF) optimistic.
- I JUST REALIZED (AGAIN) THAT it's best to not overeat.
- (I KNOW; THINK) THAT it's crucial to follow instructions.
- (I MIGHT AS WELL; WILL) ADD THAT I ALSO write songs.
- I (NOW) SEE THAT most people's body is (TRULY) perfect.
- I POSIT THAT English contains illogical words and phrases.
- I WANT EVERYONE TO KNOW THAT I am talented.
- I WANT TO (SAY; TEL YOU) THAT life is perfect.
- I WANT YOU TO KNOW THAT you are what you eat.
- I WAS THINKING, "Never force anything" is great advice.
- I WAS WONDERING, who is your favorite singer?
- (I WILL; WOULD) SAY (THAT) they'll win the World Cup.
- I'D LIKE TO SAY THAT a cover letter makes a difference.
- I'D LIKE TO TAKE THIS OPPORTUNITY TO SAY thank you.
- IF I WERE YOU, I would apply to law school.
- IF THAT'S HOW YOU FEEL (ABOUT IT), I agree.
- IN ALL HONESTY I prefer warm weather.
- IN A VERY REAL SENSE, most humans are astounding!
- (IN ACTUALITY; ACTUALLY) it was (JUST ANOTHER; ONE MORE; a) misunderstanding.
- IN AND OF ITSELF his reaction was CLEARLY altruistic.

- (IN CONCLUSION; TO CONCLUDE), think before speaking.
- IN MY (HUMBLE) OPINION, better TO BE safe than sorry.
- IN ONE WORD, TRUST, friends trust each other.
- IN PLAIN ENGLISH, (maybe; no; okay; sure; yes).
- IN SHORT, (maybe; never; no; yes).
- IN SUMMARY, when in doubt, leave it out.
- IN TERMS OF (the) salary, (is; IT'S) perfect.
- IN (THAT; THEIR; THIS) CASE, they teamed up.
- IN THE FINAL ANALYSIS, you REALLY are the best!
- IN THE WAY OF Jesus, he forgave them.
- INCREDIBL(E; Y)—BUT TRUE, the doctors resuscitated her.
- INDISPUTABLY, most people can do each thing perfectly.
- INTERESTINGLY (ENOUGH), that favor went unpunished.
- IRONICALLY, "The Bible" is shoplifted daily.
- (IRREGARDLESS; REGARDLESS), they arrived on time.
- IT (INVOLVES; ENTAILS) polling 2,000 pedestrians.
- IT (IS; WAS) A TIME (when) perfect products abound(ed).
- IT (LOOKS LIKE; SEEMS TO ME THAT) it's doable.
- IT FEELS LIKE love is in the air.
- IT GOES TO SHOW THAT emotions DO overrule reason.
- IT (HAS BEEN; WAS) DECIDED THAT the allegation is true.
- IT IS CLEAR TO SEE THAT you HAVE learned to be concise.
- IT IS CONSIDERED (TO BE) a REAL lifetime opportunity.
- (IT IS IMPORTANT TO (KNOW; NOTE)) THAT, water boils at 212-degrees F.
- IT IS INTERESTING TO NOT THAT reality is based on words.
- (IT IS; IS IT) POSSIBLE THAT he did not received it?
- IT JUST SO HAPPENS THAT it's not accepting messages.
- IT (RE)OCCURRED TO ME THAT I HAD reinvent myself.
- It registered 7.9 on the Richter Scale IN MAGNITUDE.
- IT REMAINS TO BE SEEN (IF, WHETHER) she recovers.
- IT REMAINS TO BE SEEN (IF; WHETER) it's profitable.
- IT WILL SURPRISE YOU TO LEARN THAT he did a 180.
- It's a device THAT IS *often used to determine consistency*.
- It's ENTIRELY up to you, AND ONLY YOU.
- IT'S INTERESTING TO NOTE THAT each person is a world.
- IT'S JUST THAT I drink only fresh fruit juices.
- IT'S ONLY A MATTER OF TIME BEFORE each person dies.
- It's REALLY (HOT), it's 105 degrees Fahrenheit OUT THERE.
- LAST BUT NOT LEAST, he is an a good drummer.
- LASTLY, follow the Golden Rule.
- LET ME KNOW WHAT YOU THINK, do you like that flavor.
- LET ME SAY THAT, "You are very smart."
- LET ME TELL YOU, the fish I caught was immense.
- LIKE EVERYTHING ELSE, or LIKE MOST THINGS, it fluctuates.
- LISTEN TO (ME; THIS), the jury ruled in her favor.
- (LOOK AT IT; THINK OF IT) THIS WAY, things are relative.
- MY THEORY IS THAT reality is subjective.
- NEEDLESS TO SAY he did not need to say that.
- NO ONE CAN DISPUTE THE FACT THAT men are born with 2, X-chromosomes; women ARE BORN with ONLY 1.
- (NO QUESTION ABOUT IT, if it weren't for the last minute, nothing would get done, said Woody Allen.
- (NONETHELESS, NEVERTHELESS), he forgave them.
- NOT ONLY did he buy a pig, he ALSO killed it, and ate it.

- NOT TO BEAT AROUND THE BUSH, he is ((KIND; SORT) OF) ON THE antisocial END (OF THE SPECTRUM).
- NOT TO MENTION ((THE FACT) THAT) he is an immigrant.
- NOTWITHSTANDING, they reimbursed him for it.
- (NOW THAT THAT IS; WITH THAT) OUT OF THE WAY we can go on vacation.
- NOW the president may be right, or he may be wrong.
- OBVIOUSLY, they are not (FULLY) professional(s).
- OF COURSE, the spy ONLY pretended to be timid.
- OH BOY! I received the acceptance letter this morning.
- OH MY GOD! We FINALLY made it THIS TIME AROUND.
- OH YEAH, I MIGHT AS WELL ADD (THAT) the project will take 4-years TO COMPLETE.
- ON A SEPARATE MATTER, let me tell you a FUNNY story.
- ON THE WHOLE, each person is REALLY very different.
- (ON TOP OF IT ALL; (ALL) THAT), he swims daily.
- Our guest is THE ONE AND ONLY Mr. Concision.
- OUT OF NOWHERE, a flying saucer appeared.
- OVERALL, few corporation experiment.
- (PERHAPS, FORTUNATELY (OR NOT)); no one saw me fall.
- REGRETTABLY, he never asked for permission.
- REMEMBER THAT there are at least 2-sides to every story.
- RIGHT NOW, she's boarding the bus.
- RIGHT THEN AND THERE, she REALLY apologized.
- SERIOUSLY, his heart stopped beating.
- She DEFINITELY trusts him COMPLETELY.
- SIMPLY PUT, no!
- SO, in-person I asked her, POINT BLANK, "Are you interested, OR NOT (INTERESTED), in my offer?"
- SOME (KIND; TYPE) OF (an) insect just flew in RIGHT NOW.
- Some OF (the things; what) he said (are; is) false.
- SUDDENLY, IT DAWNED ON ME THAT I (TOO) am biased.
- SURPRISINGLY OR NOT, any word AT ALL connects people.
- THAT (INSTANT; MOMENT (IN TIME)) was unforgettable.
- THAT BEING SAID, I want to make another complaint.
- That does not bother me IN THE (VERY) LEAST.
- THAT IS (TO SAY) cigarettes are nicotine delivery devices.
- The ((CONCEPT; IDEA; NOTION) OF) forgiveness is divine.
- THE ((TRUTH IS; REALITY) IS) THAT his rights were violated.
- The (CITY; STATE; COUNTRY) of (Tel Aviv; Texas; Canada).
- (THE BETTER PART OF; most of) his working years.
- THE BIG problem ((APPEARS TO; MAY) BE; is) false news.
- The bodega sells oranges, bananas, AND mangos, etc.
- THE BOTTOM LINE IS (THAT) his invention works.
- THE CASE INVOLVES a father and his 2-sons.
- Her (MERE; SHEER) presence is soothing.
- THE CONCEPT OF minimum viable products.
- THE CONDITION OF diabetes is increasing in the U.S.
- THE IMPORTANT THING IS THAT we survived.
- The engine lost 5-gallons of liquid IN VOLUME.
- The numbers prove it BEYOND A SHADOW OF A DOUBT.
- THE EXTENT (OF; TO WHICH) they are assimilating well.
- THE FACT (IS; REMAINS; THAT) cheese is milk bacteria.
- THE fear FACTOR freezes people.
- THE INS AND OUTS OF office politics are complex.
- THE INTERESTING THING IS THAT he wrote scripts.

- THE MOST IMPORTANT THING IS TO stay alive.
- THE NOTION OF mental telepathy works.
- The pants are (RATHER; too) long
- THE PRACTICE OF colon cleansing is spreading.
- THE PRESENCE OF bacteria rots food.
- The project is (QUITE (LARGE; AMBITIOUS)) immense.
- The project is expanding IN (BREATH; SCALE; SCOPE; SIZE).
- THE QUESTION (ARISES; IS; OF) how do we get to point B?
- THE REALM OF Extra-Sensory Perception is vast.
- The restaurant is (LOCATED) on 7<sup>th</sup> Avenue South.
- THE SITUATION IS THAT her car was towed away.
- The soldiers felt a SENSE OF duty to the people.
- (THE TIME HAS COME FOR US TO; let's) discuss it.
- THE TRUTH IS (THAT) everyone can only be self-centered.
- THERE ARE many PEOPLE WHO agree with him.
- THERE IS a pest here. A pest is IN here SOMEWHERE.
- THERE IS something WHICH is.
- They are LITTERALLY, working HARD to change the world.
- They're IN THE PROCESS OF relocating to Wyoming.
- THIS (VERY) INSTANT, somewhere, a baby is being born.
- Though her dress was SOMEWHAT ostentatious, it's nice.
- TO BE PERFECTLY HONEST (WITH YOU), I'm over 18.
- TO BEGIN WITH, the job description says full-time.
- (TO CONCLUDE; SUMMARIZE), red meat causes cancer.
- TO CUT TO THE CHASE, he pleaded guilty.
- TO MAKE A LONG STORY SHORT, I am in love with words.
- TO MY SURPRISE, every student stopped being wordy.
- TO WHAT EXTENT was she ALSO an accomplice?
- WELL, "Everyone needs to exert (SOME TYPE OF) power."
- WHAT DO YOU THINK, is (it; that) good or bad?
- WHAT I THINK HAPPENED WAS (THAT) he felt mistreated.
- WHAT I WANT TO (ASK; KNOW) IS, (HEY,) why not?
- WHAT I WANT TO SAY IS (THAT), everyone is a world.
- (WHAT IS IMPORTANT; MATTERS) IS, staying alive.
- (WHAT IS; MIGHT BE) GOING ON IS THAT he feels THAT HE WAS cheated.
- WHAT'S (REALLY) GOING ON IS he doesn't want to do it.
- WHAT THEY DID WAS, (they) took turns.
- When I was 15 YEARS (OF AGE; OLD), I lived in Boston.
- WHEN IT COMES TO (BAGELS), these are the best (bagels).
- (WHOMEVER; WHOMSOEVER)
- (WHY IS IT THAT; why) are you so meticulous?
- WITH (THAT; THIS) IN MIND I prefer to use mass transit.
- Perseverance yields success. YOU KNOW WHAT I MEAN?
- YOU KNOW, most people don't (HAVE THE FAINTEST IDEA (THAT; know that) everyone has deep-rooted cognitive biases which dictate their behavior, but few people know they have them.
- YOU NEED TO KNOW THAT it is done as you believe.
- (YOU) KNOW WHAT I'M SAYING, a word in time saves 999.